

TAB

OFFICE OF OPERATIONS

FUNCTIONS AND ACTIVITIES

31 October 1954

By authority of Section 102 (d) (4) of the National Security Act of 1947, as amended, which states that the Agency will perform for other intelligence agencies such "services of common concern as the National Security Council determines can be more efficiently accomplished centrally"; and as authorized by the four National Security Council Intelligence Directives, listed below, as assigned to the Office of Operations by CIA Regulation [] (latest revision 10 August 1954), this Office, under the Assistant Director for Operations, is responsible for the collection of foreign intelligence information from overt non-governmental sources through the facilities of three Divisions and the Sovmat Staff. As a centralized service, it provides for the exploitation of overt sources and the collection of intelligence information directly from:

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(2) Foreign language publications and documents (Foreign Documents Division: under paragraphs 2a and 3 of National Security Council Intelligence Directive No. 16, "Foreign Language Publications");



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(4) Acquisition and analysis of Soviet and Satellite materials (Sovmat Staff: under CIA Regulation [] Paragraph 18h, as originally authorized by Project [] on 10 April 1950).

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As a corollary of its collection functions, the Office also provides various types of operational support to other CIA Offices.

[] Authority for the latter function is derived from National Security Council Intelligence Directives Nos. 13 (Paragraph 11) and 14 (Paragraphs 3g and 5), as assigned to the Office of Operations by CIA Regulations [] (Paragraph 18d), [] (Paragraph 3b(1)) etc. The [] is responsible for these activities. The functions and activities of the various Divisions and Sovmat Staff are given in detail in the following sections.

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OFFICE OF THE ASSISTANT DIRECTOR

The Assistant Director provides the executive and administrative direction of the Office of Operations in the performance of its function of the collection of foreign intelligence information from overt non-governmental sources. He is responsible for the development and implementation of policies and programs for exploiting overt sources, and for the control and direction of the three divisions and two staffs which comprise the Office of Operations. He is also charged with the provision of specialized operational support to other Agency components and with certain non-collection activities which are directly related to his over-all mission. The immediate office of the Assistant Director includes the Planning and Coordinating Staff and the Sovmat Staff.

Planning and Coordinating Staff

This staff assists in the development of Office policy and operational procedures, in the formulation of plans, and in the coordination of the activities of the Office with other CIA Offices and outside agencies. It studies the operations and output of intelligence information of the Divisions and recommends to the Assistant Director for Operations such changes in organization or method as may improve Office production.

Members of the staff act as representatives of the Assistant Director on inter-office committees and projects which affect more than one of the Divisions, such as committees on intelligence procedures and substantive operational or collection problems. They also represent him in discussion of administrative policies, procedures, and regulations.

The staff provides a central point for the coordination and integration of divisional interest in the above fields; and is responsible for recommending office-level action to be taken by the Assistant Director. It drafts planning, policy, and operational papers for the Assistant Director and undertakes such other specialized functions as he may direct.

Sovmat Staff

As originally authorized by Project [] approved on 10 April 1950, and as assigned to the Office of Operations by CIA Regulation [] Paragraph 18h (latest revision 10 August 1954), and under the further specific authorizations and agreements mentioned below, the Sovmat Staff directs the collection and technical analysis of Soviet and Satellite materials for intelligence purposes. This Staff:

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(a) Devises and maintains records to show what Soviet, Satellite, and other foreign objects of potential intelligence interest (Sovmat items) are likely to be available at accessible points all over the world, which of these items have been requested, which acquired, and the status of exploitation of those under analysis. Extension of the program to include selected objects produced by countries outside the Soviet Orbit was authorized by Project [] approved on 23 June 1952.

(b) Under Memorandum of Agreement among CIA, the Department of State, and the Atomic Energy Commission dated 10 July 1953, the Staff coordinates

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requirements for the procurement of Sovmat items with these Agencies and (through the Joint Technical Intelligence Subcommittee (J.T.I.S.) of the Joint Intelligence Committee) with the Departments of the Army, Navy, and Air Force in order to insure the elimination of unnecessary duplication and the development of collection requirements reflecting the needs of the entire intelligence community.

(c) Forwards these requirements (with detailed procurement guidance) to field collection facilities of the U. S. Government as appropriate, initiates collection action to obtain required Sovmat items, and authorizes the disbursement of funds for their purchase and shipment to the United States.

(d) Coordinates requirements for the intelligence exploitation of acquired Sovmat items both within CIA and -- through J.T.I.S. -- with other intelligence agencies; integrates the testing and analysis requirements received from different agencies; and works out specifications for the technical exploitation of each Sovmat item which will best fulfill the general or specialized needs of the interested agencies.

(e) Arranges for, supervises, and authorizes the disbursement of funds for technical examinations and evaluations of Sovmat items, as necessary to fulfill requirements for their intelligence exploitation, utilizing for this purpose appropriate facilities of the U. S. Government, private industry, commercial research laboratories, etc.

(f) Arranges for receipt, entry through U. S. Customs, storage, shipment, reshipment, packing, disposition, and related activities necessary for the procurement and exploitation of Sovmat items.

(g) Receives technical analysis reports and data from testing facilities and incorporates these into Sovmat intelligence information reports for dissemination to the intelligence community.

(h) Under Section III, Paragraph d of the Joint Technical Intelligence Subcommittee Manual on "Foreign Material for Intelligence Purposes" as revised and approved by the Joint Intelligence Committee (Joint Chiefs of Staff) on 19 July 1954, the Sovmat Staff provides an Advisor to the Chairman, J.T.I.S., to represent the interests of the CIA, Department of State, and Atomic Energy Commission in the intelligence exploitation of captured enemy materiel and in foreign materiel scheduled for intelligence exploitation by components of the National Defense Establishment. The Staff also coordinates CIA planning for the exploitation of captured enemy materiel in the event of future war, as directed by the Deputy Director (Intelligence) on 23 May 1954.

(i) Provides operational support to other Agency components in matters relating to foreign material objects.

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